

**AGENDA FOR THE
EIGHTEENTH MEETING OF BOARD OF GOVERNORS
TO BE HELD ON 09.11.2010
AT 2.30 p.m.
IN THE BOARD ROOM OF THE INSTITUTE**

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Against

ITEM NO B.15.4.8 TO CONSIDER THE REVIEW OF EFFECTIVE DATE OF IMPLEMENTATION OF CAREER ADVANCEMENT SCHEME OF AICTE FOR PROMOTIONS OF INSTITUTE FACULTY ON IN-SITU BASIS

AND

Against

ITEM NO B.15.4.9 TO CONSIDER THE REVIEW OF GRANT OF INCREMENTS TO ASSISTANT PROFESSORS OF THE INSTITUTE ON ACQUIRING Ph.D DEGREE

Chairman advised that the minutes of the meeting held on 24 July, 2010 may be circulated among the members along with the agenda for their perusal and for them to offer their comments, if any, before approval.

As advised in the last meeting, the minutes and agenda of the meeting held on 24 July, 2010 were sent to the board members vide institute letter no. NITTTTR / Board / 17th – Minutes / 17828 to 17843 dated 01.09.2010 for their kind perusal and comments. Since no comments were received from any member by stipulated date, the same were considered as confirmed. Accordingly, a U.O. Note No.49 dated 21.09.10 was submitted to the Chairman for his kind approval so that the decisions could be implemented straightaway by the institute authority. The Chairman, however, returned the above said UO with the remarks, 'this may be put up to the BoGs'. Accordingly, relevant documents on the subject are attached as **Annexure-II** at page Nos. 9 to 16 for perusal and final approval, by the Hon'ble Members.

Against

ITEM NO B.15.4.10 TO CONSIDER ADOPTION / EXTENSION OF MODIFIED ASSURED CAREER PROGRESSION SCHEME TO THE ELIGIBLE EMPLOYEES OF THE INSTITUTE

The Board noted the item

Noted

Against

ITEM NO B.15.4.11 TO CONSIDER AND APPROVE THE DESIGNATION OF MULTI SKILLED ATTENDANTS TO MULTI SKILLED EMPLOYEES

The Board noted the item

Noted

Against

ITEM NO B.16.4.2 TO CONSIDER AND APPROVE THE MINUTES OF THE 10TH MEETING OF ACADEMIC COUNCIL HELD ON 23.2.2010

The Board noted the item

Noted

Against

ITEM NO B.16.4.3 TO REVIEW DELEGATION OF POWERS OF DIRECTOR OF NITTTR

The Board advised that a comparative analysis may be made after obtaining information from other NITTTRs and the same may be put up in the next meeting.

Letters were sent to all three sister NITTTRs (Chennai, Bhopal and Kolkatta) vide letter No. NITTTR / Board / B.16.4.3 / 21244 - 21246 dated 23.09.2010. A reply was received from NITTTR, Bhopal vide letter dated 12.10.2010 stating that 'matter of review of delegation of powers of Director is not in consideration at present'. The replies from other NITTTRs is still awaited.

The said item is separately placed before **Finance Committee** vide item No. F.18.2.1..

Against

**ITEM NO B.16.4.6 TO CONSIDER AND APPROVE CONTINUATION
OF PRESENT MESS/CANTEEN CONTRACTOR
TILL FINALISATION OF NEW CONTRACT
PROCESS IS COMPLETED**

The Board advised that such matters should be decided at the institute level and, from now on, must not be brought to the Board except for award of new contracts. Such items must also be put up before the Finance Committee first before bringing them to the Board of Governors.

Noted

Against
B.16.4.10(4) TO CONSIDER THE REQUEST OF
DR.S.C.LAROIYA, PROFESSOR AND HEAD,
MECHANICAL ENGINEERING FOR VOLUNTARY
RETIREMENT

The Board noted the item Noted

Against
ITEM NO.B.17.2.1 TO REPORT FORWARDING OF APPLICATION OF
SHRI KL SINGLA, SENIOR ADMN. OFFICER, FOR
THE POST OF REGISTRAR, NIPER, MOHALI

The Board noted the item Noted

Against
ITEM NO.B.17.2.2 TO REPORT COMPLETION OF PROBATION
PERIOD OF MRS. GARIMA SAINI, ASSISTANT
PROFESSOR (ERSTWHILE LECTURER)

The Board noted the item Noted

Against
ITEM NO.B.17.2.3 TO REPORT GRANT OF HOUSE BUILDING
ADVANCE TO STAFF

The Board noted the item Noted

Against
ITEM NO.B.17.2.4 TO REPORT REGARDING VIDEO
CONFERENCING MEETING OF THE SOCIETY
AND BOARD OF GOVERNORS (BoGs) OF
CENTRAL EDUCATIONAL INSTITUTIONS (CEISs)

The Board noted the item Noted

Against
TEM NO.B.17.2.5 TO REPORT CHANGE OF DESIGNATION OF
PERSONAL ASSISTANT TO SENIOR PERSONAL
ASSISTANT CONSEQUENT UPON THE REVISION
OF GRADE PAY FROM RS.4200 TO RS.4600 TO
THE PAY SCALE OF RS.6500-10500

The Board ratified the action Noted
taken by the institute.

Against
TEM NO.B.17.2.6 TO REPORT REMITTANCE OF LEAVE SALARY
AND PENSION CONTRIBUTION IN RESPECT OF
DR. PARIJAT DE, DIRECTOR, FOR THE PERIOD
FROM 01.07.2009 TO 30.06.2010.

The Board ratified the action Noted
taken by the Institute.

Against
ITEM NO.B.17.3.1(A) TO CONSIDER AND APPROVE THE MINUTES
OF THE 17TH MEETING OF FINANCE COMMITTEE
TO BE HELD ON 28.07.2010.

The Board considered and Noted
approved the minutes as
recorded.

Against
ITEM NO.B.17.3.1 TO CONSIDER AMENDMENT FOR ALTERING
CONSTITUTION OF THE FINANCE COMMITTEE.

The Board suggested that there Noted
is no need for a change or
alteration at this time. The
committee may remain as it is.

Against
ITEM NO.B.17.3.2 TO ADOPT THE GUIDELINES OF AICTE GAZETTE NOTIFICATION DATED 05.03.2010

The Board discussed the item and resolved that for engineering posts, the AICTE guidelines only should be followed while for non-engineering posts, the guidelines of UGC only should be followed.

Noted

Against
ITEM NO.B.17.3.3 TO CONSIDER REDISTRIBUTION OF EXISTING VACANT POSTS OF ASSISTANT PROFESSORS AND TO ADVERTISE THE VACANT POSITIONS.

The Board discussed the proposal in detail. While the Board agreed to the proposal to transfer two posts of Assistant Professors from Media Centre and IMCO, it did not agree to the proposal to transfer the post from Computer Science Department. The Board advised that an institution wise roster mentioning various categories and following Government of India norms only should be maintained by the institute. Also, for any further proposal of transfer of posts from one department to another the institute should prepare a detailed proposal showing the work load of the departments etc and put up the same in the next Board of Governors meeting.

As of now, there is no further proposal for transferring of any post, the item may please be noted.

Against

ITEM NO.B.17.3.4 TO CONSIDER EXPUNGEMENT OF ADVERSE REMARKS THAT APPEARED IN THE ACR OF MRS. KANIKA SHARMA, ASSISTANT PROFESSOR (ERSTWHILE LECTURER), FOR THE YEAR 2008-09.

The Member-Secretary apprised the Board of the issue. The Board advised the Member Secretary that the institute should first check the veracity of claim made by Mrs Kanika Sharma in her Self Report for the year 2008-09 regarding the technical paper to find out whether it was actually published or accepted for publication before the date of her declaration made in that Self Report. In the event of her claim being found genuine, the Board agreed to expunge the adverse remarks that appeared in the ACR of Mrs Kanika Sharma during the year 2008-09, with the rider that Mrs Kanika Sharma may be issued an advisory enjoining her not to bypass her Head of Department at any time in future.

After checking the veracity of claim made by Mrs. Kanika Sharma in her self report for the year 2008-09 regarding publication of technical paper, the adverse remarks which appeared in the ACR of Mrs. Kanika Sharma during the year 2008-09 were expunged with the advisory enjoining her not to bypass her HOD at any time in future vide letter no. NITTTR / APAR / 07 dated 17.09.2010. A copy of the letter is enclosed as **Annexure-III** at page no.17.

Against

ITEM NO.B.17.3.5 TO DELEGATE POWERS / RESPONSIBILITIES OF SENIOR ADMINISTRATIVE OFFICER TO FACULTY IN CHARGE ADMINISTRATION.

The Board considered and approved the action taken by the institute.

In absence of Senior Admn. Officer, BOGs allowed to delegate administrative and financial powers presently vested with Sr. Admn. Officer to Faculty Incharge Admn (FIA). It is for the kind information of the Board that presently FIA, Dr.Wats' pay band is Rs.37400-67000 with AGP of Rs.9000 and Sh.KL Singla, Sr. Admn. Officer's

pay band is Rs.15600-39100 with GP 6600.

It is proposed that the Board may delegate Administrative Powers to Rakesh Wats as Faculty Incharge Administration for framing policies and major decisions of administration and to supervise the work of administration and Senior Admn. Officer and to continue after joining of Senior Admn. Officer. Even If Sr. Admn. Officer reverts to his post on expiry of his deputation period, he would work under the control of FIA and shall report to FIA for better academic and administrative functioning of the institute. He will be provided with a separate chamber and the present chamber will continue to be occupied by the FIA.

Against

ITEM NO.B.17.3.6 TO CONSIDER PROVISION OF HEADSHIP BY ROTATION

This item was deferred till the next meeting. Meanwhile the Board suggested that the institute should gather information from other three NITTTRs on this matter and put it up again in the next meeting of the Board of Governors.

During the third meeting of the Directors of four NITTTRs held on 18.03.2010 at NITTTR Bhopal, an Item No.14 on the said subject was discussed and resolved as under :-

"The committee was informed that NITTTR, Bhopal has introduced the rotational Headship amongst Professors and Readers in order to facilitate all the faculty members of the Departments and Centres to have an opportunity to lead the Department / Centre and bring in fresh ideas. The committee appreciated the initiative of NITTTR Bhopal and decided to introduce this in all the NITTTRs after seeking approval from their respective BoGs."

The institute has sent letters to other NITTTRs (Chennai, Bhopal and Kolkatta) vide letter No.NITTTR /Board/B.17.3.6/M-1/17492-94

dated 26.08.2010, requesting them to inform action taken by them or the subject cited above, but no reply has been received so far.

Against

ITEM NO.B.17.3.7 TO CONSIDER DONATION OF UNUSED COMPUTERS OF THE INSTITUTE

The Board agreed to the proposal but advised that the computers may be given only to the Government institutions after obtaining a request from them. Before it is done, the Board suggested that the total value of these computers may be assessed to see if the written off amount is within the power of Director to write the items off. Otherwise, a proposal may be put up to the Finance Committee for its consideration.

The said item as directed by the Board is being placed in the Finance Committee at item No.F.18.2.6.

Against

ITEM NO.B.17.3.8 TO CONSIDER CHANGE OF QUALIFICATIONS AND MODE OF APPOINTMENT TO THE POST OF JUNIOR ELECTRONICS ENGINEER

The Board considered and Noted approved the proposal.

Against

ITEM NO B.17.3.9 PLACEMENT OF STATUS REPORT ON VARIOUS ISSUES RELATING TO THE INSTITUTE

The Board noted the status Noted report as submitted.

SUPPLEMENTARY AGENDA OF LAST MEETING

The Board congratulated the Director on being apprised of the issues but advised that these may be put up to the next

Supplementary items were placed before the 17th meeting of BoGs. The Board directed that supplementary items be put up to

meeting of the Board of Governors.

the next meeting of Board of Governors.

The above items are being placed vide item Nos.B.18.2.1 to B.18.2.8 for reporting please.

As item No.B.17.3.1 was dropped, the Chairman decided that there was no reason for holding any meeting of NITTTR Chandigarh Society as scheduled on the day.

Noted

ITEM NO.B.18.2 ITEMS FOR REPORTING

ITEM NO.B.18.2.1 PERSONS WITH DISABILITY PROJECT - COORDINATOR DR JS SAINI

Centre for Physically Challenged, NITTTR, Chandigarh in collaboration with Northern Chapter of Confederation of Indian Industry (CII), organized an **Ability Fair 2010** for differently abled persons in a phased manner. Five such job fairs were organized on 24 April, 28 April, 5 May, 25 May, 2010 and 6th July, 2010. Three well renowned companies namely Tech Mohindra Ltd., IBM Ltd. and Tata Business Solutions Ltd. visited the institute for recruitment of differently abled persons. The three companies recruited 43 persons for placement in their call centres.

IT IS FOR INFORMATION ONLY

ITEM NO.B.18.2.2 TECHNOLOGY PARK OF EMERGING TECHNOLOGIES FOR RURAL DEVELOPMENT - IIT DELHI SPONSORED PROJECT

This project is sponsored by IIT, Delhi. IIT, Delhi has released Rs.6.30 lakh as the first instalment out of a total grant of Rs.15.75 lakh. The project term is two and half years commencing from June, 2010. A Bio Gas Plant has already been installed on the Institute Campus under the

project. The main purpose of installing the Bio Gas plant is to utilize kitchen waste (Vegetable Waste) and use bio gas as cooking fuel, in the institute's canteen. A 4 cubic metre capacity Deen Bandhu Model of Bio Gas Plant was constructed with the help of KVIC Chandigarh and was inaugurated on the eve of the World Environment Day on 4th June, 2010. IIT Delhi project is a part of a bigger project on "Bio Energy: Technology Business Solution for UK and India."

IT IS FOR INFORMATION ONLY

ITEM NO.B.18.2.3 MeLT VAN – A PRIZED ACQUISITION GIFTED BY IIT, ROORKEE

The Mobile e-Learning Terminal (MeLT) project of IIT Roorkee sponsored by MHRD, Govt. of India under "National Mission on Education using ICT" is an innovative approach to reach the remote regions of the country to offer education through blended learning. Prof. H.K. Verma, Deputy Director of IIT Roorkee and PI of the project, after interacting with NITTTR Chandigarh, more specifically with the ETV Centre of the institute, realized the potential of the centre and handed over a MeLT Van to ETV Centre to carry out activities to meet the national objectives. The ETV Centre conducted three programmes on April 30, 2010, May 01, May 06 and 07, 2010 at various place at Chandigarh and Derabassi which were highly appreciated by the organisations. Seeing the institute activities, Prof. HK Verma, in principle, agreed to hand over, permanently, the MeLT Van alongwith equipment worth 20 Lakhs to ETV Centre. For each programme, however, the institute (NITTTR) has to bear the expenditure on Driver and fuel.

IT IS FOR INFORMATION ONLY

**ITEM NO.B.18.2.4 INVITATION FROM MS. MICHELLE GRIMLEY,
BUSINESS DEVELOPMENT EXECUTIVE,
SCOTLAND COLLEGES INTERNATIONAL**

An invitation has been received from Scotland vide email dated 20.07.2010, proposing the funding of visit of 3 staff members of this institute to Scotland for a period of 3-4 days. It is mentioned that funding is from Education UK which is part of the British Council in Scotland. It has a time limit of July, 2010 (since extended till January, 2011).

IT IS FOR INFORMATION ONLY

**ITEM NO.B.18.2.5 HOSTEL CONSTRUCTED BY CPWD AWARDED
FIRST PRIZE BY CPWD**

In a grand function of Central Public Works Division (CPWD) at Vigyan Bhawan, New Delhi, CPWD Chandigarh was awarded the Certificate of Merit for Best Projects, for the Construction of New Hostel Block (Boys & Girls) and 9 Numbers of Lecture Hall at NITTTR, Chandigarh. It has been awarded the 1st Grading in the category of Residential Building in the function.

IT IS FOR INFORMATION ONLY

**ITEM NO.B.18.2.6 TO INFORM THE BOARD REGARDING BLOOD
DONATION CAMP**

A blood donation camp was organised in the institute in collaboration with the Department of Transfusion Medicine, PGIMER, Chandigarh, on 7TH July, 2010, wherein 60 kind hearted persons (faculty, staff & students as well as students of nearby institutions) have donated their blood.

IT IS FOR INFORMATION ONLY

ITEM NO.B.18.2.7 TO REPORT JOINING OF PERSONS AT THE INSTITUTE

The following persons have joined this Institute on appointment as Category 'A' Officers :-

Sr.	Name (Sarvshri)	Post	Date of joining
1.	Ashutosh Kapila	Producer	05.04.2010
2.	Rakesh Goel	Estate Officer	05.04.2010
3.	Jawahar Lal Verma	Electronics Engineer	05.04.2010
4.	Pardeep Kumar, System Programmer	System Programmer	09.08.2010
5.	Amarendra Sharan	Junior System Programmer	12.08.2010

IT IS FOR INFORMATION ONLY

ITEM NO.B.18.2.8 TO REPORT RETIREMENT OF STAFF DURING THE PERIOD FROM 01.01.2010 TO 31.10.2010

The following persons have since retired from this institute on attaining the age of superannuation on dates mentioned against each :-

Sr.	Name (Sarvshri)	Post	Date of retirement
1.	SC Shukla	Lab Attendant	31.01.2010
2.	BS Malik,	Eltx, Engineer	31.01.2010
3.	Tara Chand Kashyap	Lab Attendant	31.01.2010
4.	Mrs. Poonam Likhi (Voluntary retirement)	Associate Professor	28.02.2010
5.	VK Bhandari	Personal Assistant	28.02.2010
6.	Mahant Ram	Lab Attendant	30.06.2010
7.	Bhagat Ram	Section Officer	30.06.2010
8.	Babu Singh	MSA	30.06.2010

9.	Dr. SC Laroia (Voluntary retirement)	Professor	09.07.2010
10.	G.S. Marya	Section Officer	31.07.2010
11	Kuldeep Singh (Voluntary retirement)	Assistant	02.08.2010
12.	Raksha Devi	Senior PA	31.08.2010
13.	Parkash Chand	Lab Attendant	31.10.2010
14.	B.K. Sharma	Draftsman	31.10.2010

IT IS FOR INFORMATION ONLY

ITEM NO.B.18.2.9 TO REPORT CONTINUATION OF SERVICE OF PROFESSOR (DR.) SS BANWAIT ON ATTAINING THE AGE 50 YEARS.

The Chairman, Board of Governors, vide UO No.42 dated 10.08.2010 (attached as **Annexure-IV** at page Nos.18 to 24) has approved the recommendations of Screening Committee held on 24.07.2010 for screening the case of Dr.SS Banwait, Professor, for continuation in service beyond the age of 50 years. Pursuant to this, Dr. Banwait shall continue in service on completion of 50 years of age till the age of superannuation, subject to review in future by the appointing authority under the rules, in public interest.

IT IS FOR INFORMATION ONLY

ITEM NO.B.18.3 ITEM FOR RATIFICATION

ITEM NO.B.18.3.1 TO RATIFY THE SELECTION PANEL FOR THE POST OF SYSTEM PROGRAMMER AND JUNIOR SYSTEM PROGRAMMER

The Chairman, Board of Governors, vide U.O. No.NITTTR/Admn/RA/39 dated 16.07.2010, copy attached as **Annexure-V** at page nos.25 to 27

approved the Selection Committee recommendations for appointment of System Programmer and Junior System Programmer, Sh. Pardeep Kumar and Sh. Amarendra Sharan, respectively.

THE BOARD OF GOVERNORS MAY RATIFY THE DECISION OF THE CHAIRMAN, BOARD OF GOVERNORS.

ITEM NO.B.18.4 ITEMS FOR CONSIDERATION

ITEM NO.B.18.4.1 TO CONSIDER AND APPROVE THE MINUTES OF THE 18TH MEETING OF FINANCE COMMITTEE TO BE HELD ON 09.11.2010.

The 18th meeting of Finance Committee is scheduled to be held on 09.11.2010 at 11.30 A.M. Agenda papers for this meeting are attached herewith in a separate booklet. The minutes of the meeting of Finance Committee will be placed before the Board of Governors for consideration and approval.

THE BOARD OF GOVERNORS MAY KINDLY CONSIDER AND APPROVE

ITEM NO.B.18.4.2 TO CONSIDER AND APPROVE THE ANNUAL REPORT OF THE INSTITUTE FOR THE YEAR 2009-2010.

The Annual Report of the institute for the year 2009-10 is attached as **Annexure-VI** as a separate booklet. The report does not contain audit certificate and utilization certificate as the same have not yet been received from the Audit Office though the audit of the institute accounts was conducted by the Principal Accountant General (Audit) Punjab & U.T. Chandigarh from 23.07.2010 to 04.08.2010. The matter is being vigorously pursued. In case these documents are received from the Audit Office by the time of meeting, the same will be placed before the Board of

Governors. Otherwise, the same will be incorporated in the Annual Report before its submission to the Ministry for its placement in the Parliament.

THE BOARD MAY CONSIDER AND MAKE RECOMMENDATION TO THE NITTTR CHANDIGARH SOCIETY FOR APPROVAL

ITEM NO.B.18.4.3 TO CONSIDER IMPLEMENTATION OF GOI ORDER DATED 17-05-2010 ON THE SUBJECT MODEL RECRUITMENT RULES FOR STENOGRAPHER GRADE-II POST IN NON-SECRETARIAT ORGANIZATIONS REGARDING

Ministry of Human Resource Development, Government of India, vide its letter No. 4-3/2010-TS-IV dated 17th May, 2010 forwarded a copy of an order of Government of India, Department of Personnel and Training vide letter No. AB-14017/8/2010-Estt (RR) dated 10th March, 2010 regarding Model Recruitment Rules for the post of Stenographer Grade-II. A copy of the said letter is enclosed as **Annexure-VII at Page No.28 to 30**. As per the recommendations of the 6th Central Pay Commission, Stenographers Grade-I and Grade-II in the pre-revised scale of Rs 5500-9000 and Rs 5000-8000 respectively, have been placed in PB-2 with Grade Pay of Rs 4200/- and have been redesignated as Personal Assistant in this institute vide Item No. B 16.4.1 (Against Item No. F.16.7) of the 16th meeting of Board of Governors held on 13-04-2010. The Stenographers Grade-III in the pre-revised pay scale of Rs 4000-6000 shall be designated as Stenographer Grade-II as per letter under reference. Accordingly, the Model Recruitment Rules for the post of Stenographer Grade-II in the pre-revised scale of Rs 4000-6000 and revised pay band PB-1 Rs 5200-20200 with Grade Pay Rs 2400/- are enclosed as **Annexure-VIII at page No.31 to 33** in the light of 6th Central Pay Commission recommendations.

This institute has five posts of Stenographer Grade-III which may be redesignated as Stenographer Grade-II in the light of above referred letter dated 10-03-2010.

BOARD OF GOVERNORS MAY KINDLY APPROVE TO UPGRADE STENOGRAPHER GRADE-III TO STENOGRAPHER GRADE-II AND ADOPT MODEL RECRUITMENT RULES AS ENVISAGED IN ANNEXURE MENTIONED ABOVE.

ITEM No.B. 18.4.4 PLACEMENT OF STATUS REPORT ON VARIOUS ISSUES RELATING TO THE INSTITUTE.

As per directions received from the Ministry of Human Resource Development vide its letter No. 4-6/2006-TS.IV(Part) dated December 6, 2006, the status report on the following issues is required to be reported to the Board of Governors in its every meeting:

1. Filling up of backlog vacancies of SC/STs and OBCs.
2. Annual Report and Audited Accounts.
3. Comments in respect of outstanding audit paras.
4. Progress of Plan and Non Plan expenditure.
5. Pending vigilance matters and enquiry report thereto.
6. Redressal of public grievances.

Accordingly, the status report in respect of the above said issues is as under:

1. Filling up of backlog vacancies of SC/STs and OBCs

There is no backlog of vacancy belonging to SC/ST category. However, there are three backlog vacancies of OBC category in the rank of Lecturers (now Assistant Processors). Out of 3 OBC vacancies, two of them have been advertised vide Adv. No.124-9/2010. These will be filled up in another two months time.

2. Annual Report and Audited Accounts

The Audit of Annual Accounts of the Institute for the year 2009-10 has been conducted during the period from 23.7.2010 to 4.8.2010 and the report is awaited.

3. Comments in respect of outstanding Audit Paras

The Audit of regular expenditure/proprietary Audit of the Institute has been taken up by the office of the Principal Accountant General(Audit), Punjab & U.T. Chandigarh from 12.10.2010, which is expected to complete during October, 2010. The Audit and Inspection report shall be placed after its completion.

4. **Progress of Plan and Non Plan expenditure upto end of 2nd quarter i.e. on 30.09.2010 during the financial year 2010 – 2011.**

The status may be perused under agenda item No.F.18.2.5 of the 18th meeting of Finance Committee.

5. **Pending vigilance matters and enquiry report thereto**

There is no pending vigilance case in the institute.

6. **Redressal of public grievances**

There is no pending matter of public grievances in the institute.

SUPPLEMENTARY

ITEM NO.B.18.4.5 TO CONSIDER ISSUANCE OF CHARGE SHEET TO SH. K.L. SINGLA, SENIOR ADMINISTRATIVE OFFICER

Vide UO No.54 dated 25.10.2010, Chairman, Board of Governors, was requested to consider and approve framing charges against Shri K.L. Singla under the provisions of Conduct Rules. A draft charge sheet was attached with the UO note. The Chairman returned the UO with oral communication that proposal be placed before the Board of Governors in its ensuing meeting.

A copy of complete UO No.54 dated 25.10.2010 is attached as **Annexure - A** which is self explanatory.

THE BOARD OF GOVERNORS MAY KINDLY CONSIDER
AND MAKE SUITABLE RECOMMENDATIONS

ITEM NO.B.18.4.6 TO CONSIDER INTERNAL CANDIDATES FOR INTERVIEW WHO HAVE NOT BEEN SHORT LISTED BY THE SCREENING COMMITTEES

Six vacant positions of Assistant Professors were notified by this institute vide Advt. No.124-9/2010, a copy of an advertisement is attached as **Annexure - B**. The last date for receipt of applications was 14.10.2010. The screening of the applications was conducted by the respective departments by inviting two experts from outside. The Screening Committee recommended seven candidates for each post, the details of which are as under :-

Sr. No.	Name of post	Number of applications received within due date i.e. 14.10.2010	Number of screened candidates eligible for interview.
1.	Assistant Professor Electrical Engineering – One post – Reserved for OBC	12	07
2.	Assistant Professor Electronics & Communication Engineering – One post	62	07
3.	Assistant Professor Civil Engineering – One post	28	07
4.	Assistant Professor Computer Science – One post	88	07
5.	Assistant Professor Computer Science – One post Reserved for OBC	25	07
6.	Assistant Professor Applied Science (Applied Mathematics) – One post	48	07

A few internal candidates working in this institute had also applied for the post(s) of Assistant Professor(s). As per the criteria laid down by the Screening Committee(s), the number of candidates to be called for interview for each post is only seven. That is why, perhaps, the internal candidates could not qualify for being called for interview, although they fulfilled the basic qualifications laid down for these posts. The internal candidates are requesting the administration to consider their names for interview and the latter, having no power to relax norms, is bring it before the BoG to take a final call on this.

THE BOARD OF GOVERNORS MAY CONSIDER THE MATTER AND DECIDE.

**ITEM NO.B.18.4.7 PROMOTION OF DR. HEMANT SOOD FOR THE
POST OF PROFESSOR UNDER CAREER
ADVANCEMENT SCHEME**

Vide UO No.15 dated 31.03.2010 the Chairman, Board of Governors, approved the selection committee nominating Dr. Pawan Kapoor, Director, CSIO, Chandigarh, to chair the Selection Committee to consider the promotion case under CAS of Dr. Hemant Sood, Associate Professor of Civil Engineering Department, for the position of Professor Civil Engineering.

The selection committee met on 13.05.2010 at NITTTR Chandigarh to consider the case of Dr. Sood under CAS as per AICTE guidelines. The Selection committee recommended for promotion to next higher grade of Professor.

However, the case of promotion was withheld as two complaints were received by the office of the Hon'ble Chairman, stating that 'Dr.Sood is not having Ph.D. in the relevant discipline.' The Director had personal meeting with the Chairman, whereby the Chairman advised the Director to get the issue clarified by the AICTE before the UO note on Dr.Sood's promotion is formally sent to him. The Director of the institute sent several communications to AICTE on the subject and despite constant persuasion, no written communication has so been received from AICTE.

Very recently, in the website of the AICTE under the head 'FAQ (Frequently asked questions)' the matter has been amply clarified by AICTE. The full text of the same is attached as **Annexure - C**. Accordingly, a UO Note No.55 dated 25.10.2010 was sent to the office of Chairman, Board of Governors, to accord approval to the promotion of Dr.Hemant Sood from the post of Associate Professor to Professor under CAS.

However, the Chairman directed that the matter be placed before the Board of Governors.

**THE BOARD OF GOVERNORS MAY CONSIDER THE
MATTER AND DECIDE.**

ANNEXURE – A

Enclosure to Item No. B.18.4.5

Subject: Issue of Experience Certificate to Shri Ajay Mehra, Lecturer, Electronics & Communication Engineering by Shri KL Singla, Senior Administrative Officer – irregularity regarding

Shri Ajay Mehra had been working as Lecturer in Electronics & Communication Engineering department at this institute during the period from 13.2.86 to 12.2.88. His services were terminated on 12.2.1988(AN). An experience certificate for this period was issued to Shri Ajay Mehra by Professor PD Kulkarni, the then Principal of the institute vide letter No.Admn.E.1/PF-AM/17528 dated 30.11.1988, which correctly stated the fact of termination of services of Shri Mehra. Later on, in December, 1995, Shri Ajay Mehra, through his father, Major Jagdish Chand Mehra(Retd), again requested for issuance of another experience certificate for the same period of his service. The second experience certificate was issued to him by the Senior Administrative Officer vide letter No.Admn/E-1/PF-AM/23191 dated 2.1.1996 under his own signature. The approval of the then Principal, Dr.MM Malhotra, for issue of such certificate was not obtained. The experience certificate was issued by the Sr. Admn. Officer at his own level without indicating the fact that the services of Mr Mehra were terminated, as was indicated earlier in the experience certificate issued on 30.11.88. Thus there were two gross anomalies in this second certificate issued by Shri KL Singla, then Senior Administrative Officer : (i) issuance of a second certificate was superfluous and uncalled for(ii) the certificate, presumably deliberately, did not make the mention of termination of services of Shri Mehra and was issued without the permission of the then Principal, Dr. Malhotra.

On being orally pointed out these gross anomalies by an ex-employee, the institute vide letter No.NITTTR/Admn/38946 dated 5.3.2010 requested Shri Singla to clarify his position in this regard. Shri KL Singla vide his letter dated 17.3.2010 sent the reply, a photocopy of which is enclosed as Annexure-A

In order to unearth the entire truth, Director constituted a committee consisting of Dr. KM Rastogi, Dr. PK Tulsii and Dr. YK Anand, three very senior Professors of the institute. The Committee submitted its report on 10.5.2010, a copy of which is enclosed as Annexure-B.

The Committee in its findings indicated that it appeared to be a deliberate attempt on the part of Senior Administrative Officer to suppress the information regarding termination of services of Shri Ajay Mehra.

Findings of the Committee attract the provision of Conduct Rules, which is reproduced below:

Clause 2(ii) of Rule 3 of CCS Conduct Rule provides that no Government servant shall, in the performance of his official duties, or in the exercise of powers conferred on him, act otherwise than in his best judgement except when he is acting under the direction of his official superior'

The Chairman, Board of Governors may kindly consider according approval of framing charges against Shri KL Singla under the above said provision of Conduct Rules. Draft charge sheet is enclosed for signature of the Chairman, Board of Governors as Annexure-C.


(Dr. Parijat De) 25.10.10,
Director

Dr.KK Talwar,
Chairman, Board of Governors,
NITTTR, Sector 26, Chandigarh.

UO No.NITTTR/ 54
Dated: 25 October, 2010



The Director
NITTTR CHANDIGARH

Subject: Issue of Experience Certificate to Shri Ajay Mehra, former Lecturer, Electronics & Communication Engineering Department

Reference: Letter No.NITTTR/Admn/38946 dated 05.03.2010

P-190/C
Sir,

Respectfully, in this regard, I am to state as under:

1) I joined the institute in July, 1994 and did not ever work under Principal (Prof) P. Kulkarni. This being a case about 15 years old, I am unable to remember its details.

2) However being a subordinate to the Principal/Director, I used to work under his supervision and control as per his orders/directions/instructions/guidance. As I was reporting directly to him, therefore, I also used to work in proper co-ordination and co-operation with him.

3) On my joining as Senior Administrative Officer, the then Principal had directed me to dispose of maximum cases of administration at my own level and work with confidence and boldly on his behalf. He had also instructed that only those financial and administrative cases be put up to him where Principal's approval is necessarily required as per delegations of powers. He had also directed not to put up to him each and every case. He had full confidence in me and also provided full shelter and protection for the work done with good intention.

4) The issuance of experience certificate, was treated a routine matter. It was, therefore, disposed of at my level and since then none of the Principals/Directors ever objected to that. In my absence even the Section Officer of Establishment Section used to issue the experience certificate to the institute employees under his own signatures. Even that was not objected to by anyone.

5) I do not know even now who is Ajay Mehra. However the certificate was issued on the basis of official noting submitted to me by the Establishment Section, clearly indicating that Shri Ajay Mehra worked in the institute on probation, which means that his probation was never cleared. The certificate was issued in good faith.

6. Still in case of any mistake on my part, I apologise for the same.

Thanking you,

Yours faithfully,


(KL Singla)
Senior Administrative Officer

17/3/10

RECOMMENDATIONS OF THE COMMITTEE


The committee appointed by the Director to examine the case of issuance of certificate to Shri Ajay Mehra, Ex Lecturer Electronics and Communication Engineering (1986-1988) by Shri KL Singla, Senior Administrative Officer met on 05.05.2010 at 3.30 in the office of Dr.K.M Rastogi.

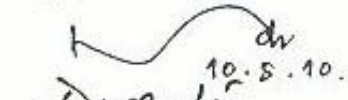
The committee examined the relevant documents and was of the following views:

- (1) Senior Administrative Officer, after agreeing to the note put up by the dealing Assistant for issuing a photocopy of the experience certificate issued by the then Principal of the Institute vide letter No. Admn/E-1/PF-AM/17528 dated 30.11.1988(copy placed at page No.184-185 of personal file of Mr. Ajay Mehra) directed the office to issue a fresh experience certificate to the concerned person.
- (2) A fresh experience certificate was issued to Mr. Ajay Mehra (No.Admn/E-1/PF-AM/23191 dated 02.01.1996) without seeking approval of the competent authority. The argument put forth by Senior Administrative Officer in his reply letter dated 17.3.2010 has no basis or relevance. He has misused his powers as Senior Administrative Officer.
- (3) He did not take cognizance of the fact that the services of Mr. Ajay Mehra were terminated which was clearly indicated in the certificate earlier issued. This appears to be a deliberate attempt on the part of the Senior Administrative Officer to suppress the information regarding termination of services.


Dr.KM Rastogi)


(Dr.PK Tulsi) 10/5/10


(Dr.YK Anand)

Approved

Director
10.5.10.

NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING & RESEARCH SECTOR 26
CHANDIGARH - 160 019

DETAILS /LIST OF CHARGES

1. Whereas Shri K.L Singla, Senior Administrative Officer was issued a letter vide No.NITTTR/Admn/38946 dated 05.03.2010 to explain reasons for issue^{of} an experience certificate to Shri Ajay Mehra, Ex Lecturer, Electronics & Communication Engineering on 02.01.1996 without the approval of the competent authority and he has submitted his replies on 17.03.2010, the same have been examined.
2. On consideration of replies, I, Dr. KK Talwar, Chairman, Board of Governors, NITTTR, Chandigrh, level the following charges against Shri K.L.Singla, Senior Administrative Officer of this institute(now on deputation to NIPER):
 - (i) that he had issued experience certificate on 02.01.1996 under his signature to Shri Ajay Mehra, Ex, Lecturer, Electronics and Communication Engineering department of this institute without the approval of the competent authority.
 - (ii) That in the said certificate, he intentionally removed the fact that Shri Ajay Mehra was terminated by this institute.
 - (iii) That the concerned dealing Assistant and Section Officer in Establishment Section proposed to issue a photocopy(attested) of the said certificate earlier issued on 30.11.1988. Though the proposal was first okayed but finally a departure was made and a fresh experience certificate issued on 02.01.1996 under his own signatures without mentioning the fact of termination of Mr. Ajay Mehra's services and without the approval of the competent authority.

He is directed to submit replies to aforesaid charges within a period of 20 days failing which it would be presumed that he has nothing to say in his defence and action would be taken under service/conduct rules by the institute.

(K.K.Talwar)
Chairman, Board of Governors
NITTTR, Chandigarh



ANNEXURE – B
Enclosure to Item No. B.18.4.6

NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING AND RESEARCH
SECTOR 26, CHANDIGARH – 160 019

(An Autonomous Institution under the MHRD, Government of India)

(Website: www.nitttrchd.ac.in)

Advertisement Number 124-9/2010

FACULTY RECRUITMENT

National Institute of Technical Teachers' Training and Research (NITTTR), Chandigarh is one of the four national institutes established by Government of India in the year 1967 for overall development of technical education in the country in general and the Northern Region in particular. This institute caters to the needs of 9 States in the Northern Region comprising: Haryana, Himachal Pradesh, Jammu and Kashmir, Punjab, Rajasthan, Uttar Pradesh, Uttarakhand, Delhi and UT of Chandigarh.

Applications are invited from eligible candidates for the following faculty positions. ***The qualifications and experience will be as per AICTE norms for the posts at Sr.No. 1-4 and as per UGC norms for the post at Sr.No.5.***

Assistant Professors (Pay Band Rs 15600-39100 AGP Rs 6000/-)

1. Assistant Professor, Electrical Engineering – One (OBC)
2. Assistant Professor, Electronics and Communication Engineering – One (General)
3. Assistant Professor, Civil Engineering – One (General)
4. Assistant Professor Computer Science – Two (One reserved for OBC and one General)
5. Assistant Professor, Applied Science (Applied Mathematics) – One (General)

Application form, general information and schedules are available on the institute website mentioned above and can be downloaded from there.

Application Fee:

Rs 100/- (for General/OBC Category) and Rs 50/- (for SC/ST/Physically Handicapped candidates)

Last Date for Application:

Applications complete in all respects along with the requisite fee (non-refundable) through Indian Postal Order/Demand Draft payable to Director, National Institute of Technical Teachers' Training and Research, Sector 26, Chandigarh, should reach the office of the Director in the address printed at the top by **14-10-2010**.

Other Information:

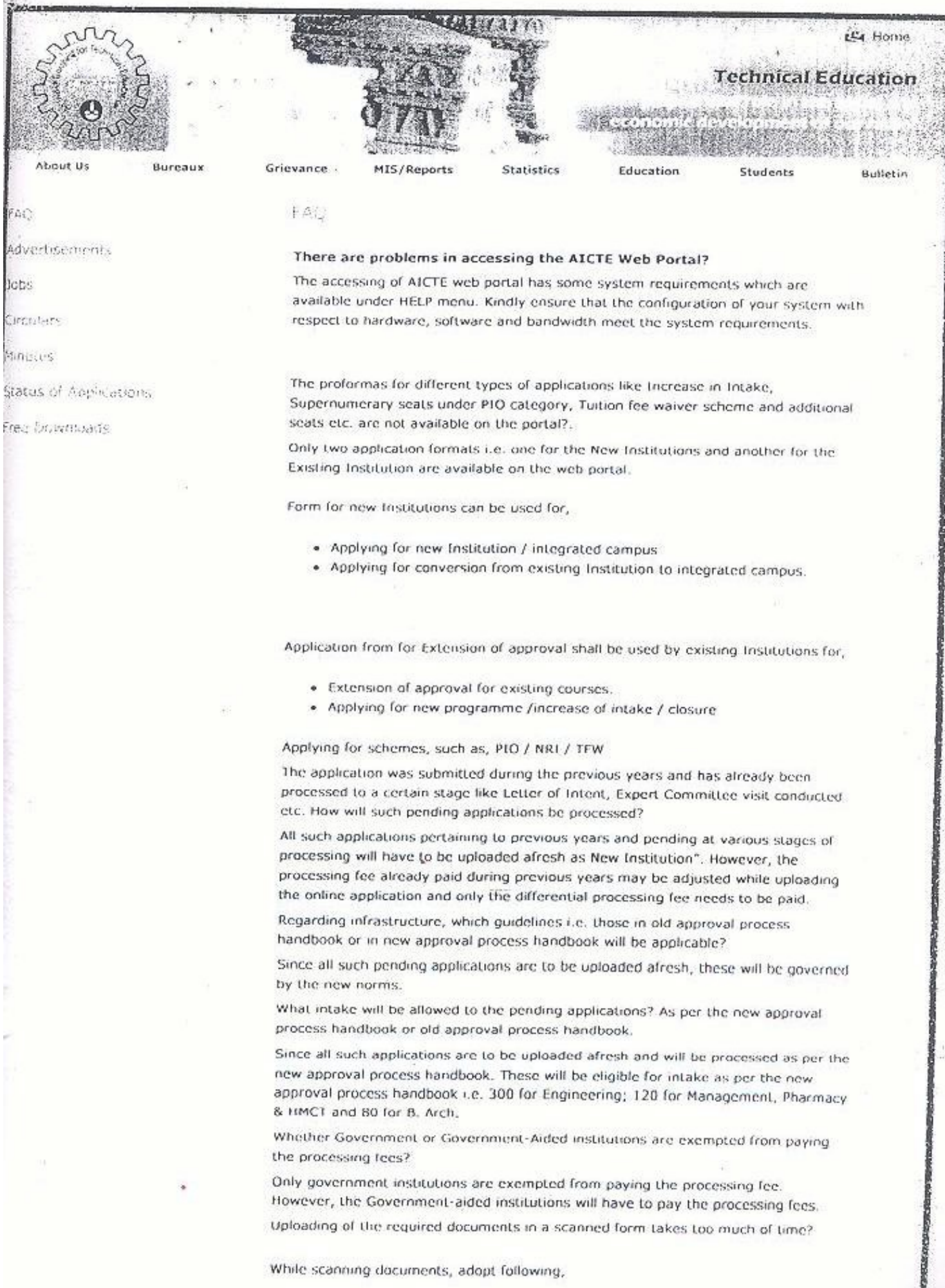
The number of posts is tentative and the institute reserves the right to fill or not to fill in any or all of the post(s). Applications not in prescribed format or received after the last date or without fee enclosed will not be considered.

List of screened candidates shall be displayed on Institute Website on October 26, 2010. Interviews are likely to be conducted from 22-26 November, 2010.

Note: The earlier Advertisement in this connection bearing No. 109-4/2008 stands cancelled.

Faculty Incharge (Administration)

ANNEXURE – C
Enclosure to Item No. B.18.4.7



The screenshot shows the AICTE website interface. At the top right, there is a 'Home' link and the text 'Technical Education'. Below this is a horizontal navigation menu with the following items: 'About Us', 'Bureaux', 'Grievance', 'MIS/Reports', 'Statistics', 'Education', 'Students', and 'Bulletin'. On the left side, there is a vertical menu with the following items: 'FAQ', 'Advertisements', 'Jobs', 'Circulars', 'Minutes', 'Status of Applications', and 'Free Downloads'. The main content area displays a FAQ entry titled 'There are problems in accessing the AICTE Web Portal?'. The text of the FAQ entry discusses system requirements for accessing the portal and provides information about application forms for new institutions and extension of approval for existing institutions. It also addresses questions about pending applications from previous years and processing fees.

Home

Technical Education

About Us Bureaux Grievance MIS/Reports Statistics Education Students Bulletin

FAQ

Advertisements

Jobs

Circulars

Minutes

Status of Applications

Free Downloads

FAQ

There are problems in accessing the AICTE Web Portal?

The accessing of AICTE web portal has some system requirements which are available under HELP menu. Kindly ensure that the configuration of your system with respect to hardware, software and bandwidth meet the system requirements.

The proformas for different types of applications like Increase in Intake, Supernumerary seats under PIO category, Tuition fee waiver scheme and additional seats etc. are not available on the portal?

Only two application formats i.e. one for the New Institutions and another for the Existing Institution are available on the web portal.

Form for new Institutions can be used for,

- Applying for new Institution / integrated campus
- Applying for conversion from existing Institution to integrated campus.

Application form for Extension of approval shall be used by existing Institutions for,

- Extension of approval for existing courses.
- Applying for new programme /increase of intake / closure

Applying for schemes, such as, PIO / NRI / TFW

The application was submitted during the previous years and has already been processed to a certain stage like Letter of Intent, Expert Committee visit conducted etc. How will such pending applications be processed?

All such applications pertaining to previous years and pending at various stages of processing will have to be uploaded afresh as "New Institution". However, the processing fee already paid during previous years may be adjusted while uploading the online application and only the differential processing fee needs to be paid.

Regarding infrastructure, which guidelines i.e. those in old approval process handbook or in new approval process handbook will be applicable?

Since all such pending applications are to be uploaded afresh, these will be governed by the new norms.

What intake will be allowed to the pending applications? As per the new approval process handbook or old approval process handbook.

Since all such applications are to be uploaded afresh and will be processed as per the new approval process handbook. These will be eligible for intake as per the new approval process handbook i.e. 300 for Engineering; 120 for Management, Pharmacy & HMCT and 80 for B. Arch.

Whether Government or Government-Aided institutions are exempted from paying the processing fees?

Only government institutions are exempted from paying the processing fee. However, the Government-aided institutions will have to pay the processing fees.

Uploading of the required documents in a scanned form takes too much of time?

While scanning documents, adopt following,

Scan all your documents to A4 size, 72 DPI, Grey scale and create PDF. This will make file very small and thus easy to upload.

It is suggested first to create a folder to store all scanned files of all the documents required to be uploaded offline and then upload individual files to web portal.

Note : For uploading video (ensure media player compability), showing Institute infrastructure, ensure that total duration of video is less than 5 minutes.

How much time it takes to get the User_Id and Password after submission of request?

It takes a maximum of 48 hours to get the User_Id and password.

Whether Professors of Applied Sciences viz. Science and Humanities stream are eligible for the post of Principal/ Director?

No.

What is the maximum age limit permissible to be eligible for the post of Principal/ Director?

70 years.

Keeping in view that the norms regarding infrastructure have been changed in the new approval process handbook, certain alterations in the approved building plan submitted in case of pending application may be required. Is it permissible?

Such alterations are acceptable only if some internal partitioning are involved in such alterations without affecting the layout plan and outer boundaries.

Whether collaborations and partnerships between Indian and Foreign University are allowed in second shift?

Yes.

To which University a copy of the application should be submitted in case of applications for new PGDM programmes?

Since PGDM programmes are autonomous programmes, a hard copy of the application is not required to be submitted to any University.

Who will approve the syllabus for PGDM programmes?

It will be scrutinized for approval by the Scrutiny Committee constituted by the Regional Committee.

Whether it is possible for the existing institutions to seek integration of few institutions and a newly proposed institution?

Yes. But only if such institutions are offering two or more programmes in technical education.

How the existing faculty, which may not fulfill the qualifications as per the new Approval process is to be adjusted?

Faculty cadre and qualifications provided in the new approval process handbook applicable only for the faculty recruited henceforth. However, the existing faculty will continue to be governed by the qualifications as per the old approval process till the time they continue in the existing institutes. However, if they seek a fresh appointment in another institute, new qualifications will be applicable.

I am interested in increase in intake. Do I need to fill information of all existing courses in Ext. of Approval form.

Yes.

How do I upload biometric information regarding faculty information?

Use biometric scanner and upload scanned image. Name of the file may be like FirstnameLastnameBIOM.jpg.

How do I name scanned files regarding faculty UG/PG/PHD/Other certificates.

Name of the file may be as under so that one can relate files with faculty name.

FirstnameLastnameUG.pdf

FirstnameLastnamePG.pdf

FirstnameLastnamePHD.pdf

FirstnameLastnameOTHR.pdf